

Directive 2011/82/EU of the European Parliament and of the Council of 25 October 2011 facilitating the cross-border exchange of information on road safety related traffic offences

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## ANNEX I

## DATA ELEMENTS RELATED TO THE SEARCH REFERRED TO IN ARTICLE 4

Item	M/O <sup>a</sup>	Remarks
Data relating to the vehicle	M	
Member State of registration	M	
Licence number	M	(A <sup>b</sup> )
Data relating to the offence	M	
Member State of the offence	M	
Reference date of the offence	M	
Reference time of the offence	M	
Purpose of the search	M	Code indicating the type of offence as listed in Article 2 1 =Speeding 2 =Drink-driving 3 =Non-use of seat belt 4 =Failing to stop at red traffic light 5 =Use of forbidden lane 10 =Driving under the influence of drugs 11 =Failing to wear a safety helmet 12 =Illegally using a mobile phone or any other communication devices while driving

**a** M = mandatory when available in national register, O = optional.

**b** Harmonised document abbreviation, see Council Directive 1999/37/EC of 29 April 1999 on the registration documents for vehicles (OJ L 138, 1.6.1999, p. 57).

## DATA ELEMENTS PROVIDED REFERRED TO IN ARTICLE 4

## Part I.

## DATA RELATING TO VEHICLES

Item	M/O <sup>a</sup>	Remarks
Licence number	M	
Chassis number/VIN	M	
Country of registration	M	

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**b** Harmonised document abbreviation, see Directive 1999/37/EC.

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Make	M	(D.1 <sup>b</sup> ) e.g. Ford, Opel, Renault
Commercial type of the vehicle	M	(D.3) e.g. Focus, Astra, Megane
EU Category Code	M	(J) e.g. mopeds, motorbikes, cars

**a** M = mandatory when available in national register, O = optional.

**b** Harmonised document abbreviation, see Directive 1999/37/EC.

## Part II.

### DATA RELATING TO HOLDERS OR OWNERS OF THE VEHICLE

Item	M/O <sup>a</sup>	Remarks
Data relating to holders of the vehicle		(C.1 <sup>b</sup> ) The data refer to the holder of the specific registration certificate.
Registration holders' (company) name	M	(C.1.1) Separate fields shall be used for surname, infixes, titles, etc., and the name in printable format shall be communicated.
First name	M	(C.1.2) Separate fields for first name(s) and initials shall be used, and the name in printable format shall be communicated.
Address	M	(C.1.3) Separate fields shall be used for Street, House number and Annex, Post code, Place of residence, Country of residence, etc., and the Address in printable format shall be communicated.
Gender	O	Male, female
Date of birth	M	

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Legal entity	M	Individual, association, company, firm, etc.
Place of Birth	O	
ID Number	O	An identifier that uniquely identifies the person or the company.
Data relating to owners of the vehicle		(C.2) The data refer to the owner of the vehicle.
Owners' (company) name	M	(C.2.1)
First name	M	(C.2.2)
Address	M	(C.2.3)
Gender	O	Male, female
Date of birth	M	
Legal entity	M	Individual, association, company, firm, etc.
Place of Birth	O	
ID Number	O	An identifier that uniquely identifies the person or the company.
		In case of scrap vehicles, stolen vehicles or number plates, or outdated vehicle registration no owner/holder information shall be provided. Instead, the message 'Information not disclosed' shall be returned.

**a** M = mandatory when available in national register, O = optional.

**b** Harmonised document abbreviation, see Directive 1999/37/EC.

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## ANNEX II

**TEMPLATE FOR THE INFORMATION LETTER**referred to in Article 5[Coverpage]

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.....  
**[Name, address and telephone number of sender]**

.....  
**[Name and address of addressee]**

**INFORMATION LETTER**

regarding a road safety related traffic offence committed in .....  
**[name of Member State where the offence has been committed]**

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On ..... a road safety related traffic offence committed with the vehicle with registration number ..... [date] ....., make ....., model ..... was detected by ..... [name of the responsible body]

[Option 1] (1)

You are registered as the holder of the registration certificate of the abovementioned vehicle.

[Option 2] (1)

The holder of the registration certificate of the abovementioned vehicle indicated that you were driving that vehicle when the road safety related traffic offence was committed.

The relevant details of the offence are described on page 3 below.

The amount of the financial penalty due for this offence is ..... EUR/national currency.

Deadline for the payment is .....

You are advised to complete the attached reply form (page 4) and send it to the address shown, if you do not pay this financial penalty.

This letter shall be processed in accordance with the national law of ..... [name of the Member State of the offence].

(1) Delete if not applicable.

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Relevant details concerning the offence

(a) Data concerning the vehicle with which the offence has been committed:

Registration number: .....
Country of registration: .....
Make and model: .....

(b) Data concerning the offence:

Place, date and time where the offence has been committed:
.....

Nature and legal classification of the offence:
.....

speeding, non-use of seatbelt, failing to stop at a red traffic light, drink-driving, driving under the influence of drugs, failing to wear a safety helmet, use of a forbidden lane, illegally using a mobile telephone or any other communication device while driving (1)

Detailed description of the offence:
.....

Reference to the relevant legal provision(s):
.....

Description of or reference to the evidence for the offence:
.....

(c) Data concerning the device that has been used for detecting the offence (2):

Type of device for detection of speeding, non-use of seatbelt, failing to stop at a red traffic light, drink-driving, driving under the influence of drugs, failing to wear a safety helmet, use of a forbidden lane, illegally using a mobile telephone or any other communication devices while driving (1):

Specification of the device:
.....
Identification number of the device:
.....

Expiry date for the last gauging:
.....

(d) The result of the application of the device:

[example for speeding; other offences to be added:]

The maximum speed:
.....

The measured speed:
.....

The measured speed corrected for margin of error:
.....

(1) Delete if not applicable.
(2) Not applicable if no device has been used.

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Reply form

(please complete using block capitals)

A. Identity of the driver:

- Full name, Place and date of birth, Number of driving licence, Address

B. List of questions:

- 1. Is the vehicle, make registration number registered in your name? yes/no (1)
2. Do you acknowledge that you committed the offence? yes/no (1)
3. If you do not acknowledge this, please explain why:

Please send the completed form within 60 days from the date of this information letter to the following authority:
at the following address:

INFORMATION

This case will be examined by the competent authority of [name of the Member State of the offence]

If this case is not pursued, you will be informed within 60 days after receipt of the reply form.

(1) Delete if not applicable.



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If this case is pursued, the following procedure applies:

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*[to be filled in by the Member State of the offence — what the further procedure will be, including details of the possibility and procedure of appeal against the decision to pursue the case. These details shall in any event include: name and address of the authority in charge of pursuing the case; deadline for payment; name and address of the body of appeal concerned; deadline for appeal].*

This letter as such does not lead to legal consequences.